

Minutes  
Warm Springs Public Service District  
July 12, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10 AM on July 12, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on July 6, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:01 AM with all members present: Mr. Charles Johnson – Chairman; Mr. Eric Lyda – Treasurer; and Mr. Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Randy Watson and Robert Hebb from Thrasher engineering.

The first order of business was the approval of the agenda. Upon a motion by Mr. Lyda, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the June 21, 2017 board meeting. Upon a motion by Mr. Lyda, the minutes from the June 21, 2017 meeting were approved as presented, with Mr. Lyda and Mr. Johnson voting in favor, and Mr. Jenkins abstaining.

Mr. Randy Watson and Mr. Robert Hebb from Thrasher engineering were in attendance to discuss with the members, a scope of work to move forward with preliminary design of a water and sewer expansion project. Mr. Watson explained to the Board that the 1<sup>st</sup> steps in considering an expansion project for sewer, would be to review the condition and capacity of the existing sewer collection system to determine what future expansion would be possible. The proposals discussed were a desire to extend public water and sanitary sewer south along Route 522 to reach as far south as the mobile home park owned by Randy Walls. Mr. Watson informed the Board that he had already began some preliminary work towards these goals but requested that there would be a signed contract between Thrasher engineering and the WSPSD by the end of the next monthly board meeting. Mr. Hebb committed to delivering the Thrasher engineering contract for services to the WSPSD Board members prior to the August 2017 board meeting.

The next order of business was the approval for payment of the following 37 operational invoices received. Upon a motion by Mr. Lyda, the members unanimously approved payment for the 37 invoices received, totaling \$39,422.76.

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| 1 Apple Valley Waste (June; dumpster rental - BS)            | \$127.18 |
| 2 Allied Control Ser (June; remote comm service repair - BS) | \$472.00 |

3	Am Bankers Ins (7/14/17-7/14/18 renewal flood -GC)	\$2,070.00
4	Berkeley Club Bev (June;distilled & bottle water - GC, BS)	\$31.50
5	BSWW(Jun;fire hydrant&water@WWTP&Office;Jul;meterbks)	\$235.21
6	Cash (June; reimb pc postage, supplies-off, BS)	\$21.68
7	Comcast (June; phone /internet - Office)	\$180.22
8	Scott Crunkleton (Jul/Jun; cell phone allowance;miles reimbursed)	\$36.74
9	Douglas Motors (June; Oil, lube filter truck)	\$44.02
10	Erie Ins Group (Fy18; Bus Catas&Ultraflex renewal down payment)	\$4,974.21
11	Fairview Assoc (2017-2018 HOA fees on lot)	\$220.00
12	GHS (June; replace line Pendle J Hunter;hauling sludge)	\$6,075.00
13	Ganoe Enterprise (June; reboot data radio & modem repeater - BS)	\$440.50
14	Charles Johnson (Jun; Regular Board Mtg Salary)	\$125.00
15	Monty Kerns (July; cell phone allowance)	\$20.00
16	Klear Water Mgt (June;BioSanitizer Alumin Sulfate-GC)	\$2,509.20
17	Eric Lyda (June; Regular Board Mtg Salary)	\$125.00
18	Lumos Networks (June; phone billing, GC, BS)	\$151.62
19	Maryland Pipe & Supply (June; Fernco coupling - BS)	\$57.72
20	Andy McKenzie (July; cell phone allowance)	\$20.00
21	Miss Utility (May; Notification Service Fees)	\$16.80
22	Morgan Messenger (June;deposit only self inking stamp - Office)	\$23.28
23	Postmaster(June/July; billing & postage - BS,GC )	\$579.08
24	Potomac Edison(Jun;Off (\$77.94)BS(\$4255.28) & GC (\$692.30) WWTP&PS)	\$5,025.52
25	REIC Lab (June; wastewater analyses-BS, GC)	\$1,361.06
26	Roto-Rooter (June:Flush lines Warren St root problems)	\$1,250.00
27	Share Corp (June; Dynasty - BS)	\$482.56
28	Town of Bath (6/30-9/30/17; Qtr trash,Safety, Street fees)	\$108.00
29	WV Public Service Comm (Intrastate Rev Assessment fee FY17)	\$3,393.46
30	State of WV-WVSTO (Unclaimed Property refunds void cks FY17)	\$75.12
31	WEX (June; fuel for trucks)	\$328.83
32	Xylem Water Solution (June; Air cylinders,battery;tubing repair UV-BS)	\$3,362.00
33	CNB (Jul; mortgage payments)	\$700.00
34	EFTPS (Jun/Jul; SS & Medicare Contribution)	\$1,259.04
35	WV PERS (Jun; Retirement Contribution)	\$1,903.63
36	WV PEIA (Jun; Health Insurance)	\$1,347.58
37	WV PEIA (Jun; Retiree Trust Fund)	\$270.00
		\$39,422.76

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement. Upon a motion by Mr. Lyda, the financial statements were unanimously approved as presented.

The next item on the agenda was the approval of the proposed revisions to the WSPSD employee handbook which were discussed during a special meeting on May 26, 2017. Upon a motion by Mr. Jenkins, the proposed revisions to the WSPSD employee handbook were approved unanimously.

The Board members discussed the need for an additional full-time person at the WSPSD office. The Board members questioned the General Manager as to the need to move the current part-time office position to a full-time position. After much debate, and Chairman Johnson being generally opposed to the idea, Mr. Lyda moved to make the current part-time office position a full-time position. Mr. Jenkins gave a 2<sup>nd</sup> to the motion and the motion carried with Mr. Jenkins and Mr. Lyda voting in favor, and Mr. Johnson voting against.

#### The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of June 2017. (2) The Warm Springs PSD sent out 206 Termination of Service notices for the month of June 2017 for past-due payment. (3) The West Virginia Public Service Commission has granted final approval for the Operation and Maintenance agreement between the WSPSD and the Morgan County Commission. (4) Randy Kyne with the assistance of WSPSD employees completed the replacement of a clogged sewer tap and small section line at 11 Rockwell Circle.

Future Business: Follow-up on portable flush unit.

Public comments: There were no public comments.

The next Board meeting will be held on August 9, 2017, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 12:04 PM.

  
Charles Johnson, Chairman

Attest:

  
Monty Kerns, Secretary